

# CV's - Common Mistakes

## ***1. Check your spelling, grammar and/or punctuation***

You have spent a considerable amount of time creating your CV, so make sure it is not let down by poor spelling, grammar and/or punctuation. Ask someone else to proofread it before you send it.

## ***2. Don't tell lies***

You must not lie on your CV. Focus on your strengths and play down any weaknesses.

## ***3. Don't use abbreviations***

Don't use abbreviations or make assumptions. Instead, always write things down in full. For example, not everyone will know that 'DoE' stands for 'Duke of Edinburgh'.

## ***4. Don't list every activity you have ever done***

Don't list every activity you can think of. This may give the impression that you are not really committed to anything in particular.

Instead, focus on a few activities that you are fully committed to and that are relevant to the job. This will allow you to give more detail about these activities – for example, you could say what you did, how you contributed and how often you attended. You can also reflect on the skills you have gained through these activities and describe any training you received.

## ***5. Tailor your CV***

If you are applying for a specific job, your CV must be tailored to that role. Make sure you have a copy of the job description and understand what qualities you will need for the job. Then use your CV to highlight the skills and qualities you have that will make you suitable for the role.

## ***6. Check your contact details***

Potential employers need to be able to get in touch with you. Make sure you have included up-to-date contact details (a mobile telephone number and email address as a minimum) and check and double check that these details are correct. You should also make sure your email address is appropriate – something like [charliesexykitten@hotmail.com](mailto:charliesexykitten@hotmail.com) is unlikely to create a favourable impression with an employer.